

**Jefferson County
Position Description**

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|------------------------|-------------------|--------------------|------------------------|
| Name: | | Department: | Human Services |
| Position Title: | Group Home Worker | Pay Grade: | 4 |
| Date: | May 2014 | FLSA: | Non-exempt |
| | | Reports To: | Lueder Haus Supervisor |

Purpose of Position

The purpose of this position is to provide emergency mental health services to chronic mentally ill adults who are in immediate crisis but not in need of hospitalization. Such service is provided in a crisis/assessment home for short-term placement.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides direct client care and supervises clients' daily living skills in a safe, therapeutic environment.
- Performs client admission and discharge processes.
- Monitors client behavior and medical status and takes appropriate action. Manages medication services for clients.
- Facilitates group socialization within house and in community.
- Documents daily client charting and maintains records.
- Acts as client liaison to hospitals, physicians, law enforcement, client families and other agencies and individuals.
- Assists and coaches clients on life skill development including hygiene, budgeting, nutrition, behavior management, and employment.
- Assists with household tasks including meal preparation, laundry, shopping/ordering household supplies and food, snow removal, and garbage collection.
- Maintains a clean and organized household, identifies household repairs need, and initiates maintenance requests.
- Transports or arranges transportation for clients.
- Testifies in court regarding emergency detentions and commitments.

- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as needed.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one to two years' experience working with people with disabilities or mental illness, or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid Wisconsin motor vehicle operator's license required. CBRF experience or training for standard precautions, fire safety, first aid and choking, and medication administration and management, preferred.

Other Requirements

Hours of Work: May require some evening and/or weekend hours.

Environment: May be subjected to unpredictable client behavior including physical violence or exposure to communicable diseases.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date